



CONDITIONAL USE PERMIT APPLICATION

Please type or print legibly (use blue or black ink). All blanks must be complete. Use N/A where not applicable.

Today's Date: _____

Project Name: _____

1)	Property Address				
	City		State		Zip

2)	Property Owner's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

3)	Petitioner's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

4)	Agent's Name				
	Mailing Address				
	City		State		Zip
	Contact Phone		Fax Number		
	Cell Phone		E-mail		

5)	Property is generally located near the following streets:				
	Size of subject property		+/- Acres		+/- Sq. Feet
	Existing Zoning				
	Present use of property				
	Proposed use of property				

6)	A Conditional Use Permit is requested to allow:

7)	The reason or basis for this request is:				

8)	Number of existing structures on property and their present use is:				
	Present Use Structure #1				
	Present Use Structure #2				
	Present Use Structure #3				

9)	Any previous applications filed within last 12 months of subject property?		Yes		No	
	If yes, describe nature of previous request:					

10)	If the project is to be developed in phases, give a brief description of how it will be phased:				

11)	State the <u>exact legal description</u> of the property to be subdivided. (Copy of Warranty Deed or Tax Receipt showing ownership must be submitted with application)					
	Section		Township		Range	
	Alternate Key #					

PROPERTY OWNER & AGENT AFFIDAVIT*

Today's Date: _____

Before me, the undersigned authority personally appeared _____
(property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires a CONDITIONAL USE PERMIT to allow:

3. That said authority (property owner) has appointed _____ (agent's name)
to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally
appeared and, being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances,
regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams
submitted herewith are true and accurate to the best of his/her knowledge and belief, and further,
that this application and attachments shall become part of the Official Records of the City of
Leesburg, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as
part of the application.
 - C. That the CONDITIONAL USE PERMIT sign will be posted, in accordance with Section 25-93 (c) of
the City of Leesburg Code of Ordinances, at least ten (10) days prior to the scheduled meeting
date at which the case will be considered by the Planning & Zoning Commission and will remain
posted until final determination by the Planning & Zoning Commission.

***PROPERTY OWNER MUST SIGN AFFIDAVIT.
WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**

PROPERTY OWNERS' SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

AGENT'S SIGNATURE

Sworn to (or affirmed) and subscribed before
me this _____ day of _____, 20_____,
by _____.

Personally Known _____ OR Produced ID _____

Type of Identification
Produced _____

Notary's Signature

Notary's Signature

NOTARY SEAL

NOTARY SEAL

CHECKLIST FOR CONDITIONAL USE PERMIT APPLICATION

Use this checklist to submit a completed application. All information listed below is required when applying for a **CONDITIONAL USE PERMIT**.

1. ____ Filing fee - RESIDENTIAL DISTRICTS \$350.00
OTHER DISTRICTS \$700.00
(Please make check payable to CITY OF LEESBURG)
2. ____ General application form (pg. 1 & 2).
3. ____ Authorization for property owner/agent representation (pg. 3).
4. ____ Copy of recorded Warranty Deed or current year Tax Receipt showing the current fee simple titleholders (property owners).
5. ____ Map showing general location of the site.
6. ____ Electronic copy of legal description
7. ____ (1) Paper copy of conceptual site plan
8. ____ Electronic copy of site plan in PDF format on disc or CD-ROM
9. ____ Items 7 and 8 above must be drawn to an appropriate scale, on a maximum size 11" x 17" reproducible sheet, showing the following information:
 - ____ Project name, street location, and number.
 - ____ Size and shape of lot.
 - ____ North arrow, date, and scale.
 - ____ Name, address, telephone number of the property owner and petitioner.
 - ____ Location and dimensions of all existing and proposed structures, their intended use, and setback distances from all property lines and roadways.
 - ____ Size, location, and variety of trees to be removed and to be saved.
 - ____ Existing and proposed means of vehicle access to the property.
 - ____ Location of off-street parking and loading areas, showing the number of spaces and the dimensions of access aisles and driveways.
 - ____ Identify future expansion, if planned.

Staff use only

Is the site located within any of the following areas?					
	Historic District		CR 470 Study Area (Turnpike)		
	Greater Leesburg CRA		Carver Heights/Montclair CRA		

PROCEDURES

IMPACT FEE REVIEW

1. The proposed use of the property must be assessed to determine if there will be an increase in demand on the water or wastewater systems before submittal of the application. Any increase in demand on the water or wastewater systems will be subject to impact fees.

SUBMIT THE APPLICATION

2. A completed application shall be submitted to Leesburg Planning & Zoning Division based on the scheduled deadlines for each meeting. Contact the Planning & Zoning Division (352-728-9760) for deadline dates.
 - a. Upon receipt of a COMPLETE & CORRECT application, the Planning & Zoning Division shall notify (if required) by mail owners of all property lying within two hundred (200) feet of the property.
3. Failure to provide an accurate and complete application will result in automatic rejection and return of the application and delay of the hearing date.

SIGN POSTING

4. The staff on the Planning and Zoning Division shall post a sign on the site which shall be in plain view of the public, at least ten (10) days before the date of the administrative decision or public hearing (if required).

NOTE: In cases where the sign has not been properly posted, the Planning & Zoning Commission may postpone or deny the application without prejudice.

STAFF REVIEW

5. Staff will review the application and make a formal decision or recommendation to the Planning Commission (if required) at the scheduled Commission hearing. This recommendation is available for review by the public after it is provided to the applicant, usually one day after the required ten (10) days.

PLANNING COMMISSION MEETING (if required)

6. The property owner or authorized agent (authorization must be on file at the Planning & Zoning Division) must attend the Planning Commission meeting to represent the application and answer questions from the Commission.
7. If the application is approved, the applicant must meet all conditions of the application prior to approval of a business license for the location.

The signature below certifies that I have read and understand the permit application, checklist and procedures contained herein, and that this application is submitted in accordance with the checklist and procedures for the limited use permit requested.		
Print Name	Applicant's Signature	Date